



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

OFFICE SUPPORT SUPERVISOR

Job Number: 20001623

Job Code: 90040V000101

Job Group: 9000 - CLERICAL AND OFFICE MACHINE

Job Established: 08/16/2005

Job Revised: 02/24/2006

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises and assigns the work of employees performing office support functions; and performs other duties as required. (Employees in this job title must complete Employee Performance Evaluations and approve leave usage.)

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of office support experience.

Substitute EDUCATION for EXPERIENCE:

Additional education will substitute for the required experience on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises and assigns the work of employees. Performs employee performance evaluations and approves leave time. Plans and coordinates work schedules. Interprets, applies or enforces departmental rules, regulations or policies to employees. Interviews applicants to fill vacant positions. Provides orientation or training to new employees and provides further in service training on the job. Maintains all employees' folders, time and attendance records, manuals or correspondence. Provides detailed information in response to questions from other state agencies or the general public. Compiles monthly, quarterly or yearly reports. Compiles data for the preparation of personnel or payroll actions. Compiles or answers correspondence relative to routine matters. Gathers data for charts, reports or other documents. Answers inquiries concerning agency functions that require interpretation of laws, rules or regulations. Organizes, develops or implements procedures for recording or processing various forms or reports. Orders supplies or materials. Maintains inventory on supplies or equipment.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title typically perform work in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.